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A. AWARD CATEGORY: AFTER SCHOOL PROGRAMME

1. Best Arts and Culture Programme Award

This award is for NGOs providing excellent After School Arts and Culture Programmes.

The Department recognises the importance of After School Programmes in creating safe spaces for learners, providing access to caring adults and creating opportunities to find and pursue their passion.

Criteria:

- Arts and Culture After School Programme offered in the Western Cape to learners in under-resourced environments.
- Clear Theory of Change/Programme design.
- Quality programmes work with the same learners over time – regular and consistent learner participation with unique identification.
- Quality Programming – provision of a structured programme.
- Quality staff – evidence of staff training and support.
- Monitoring and evaluation (M&E) – evidence of M&E data and reports.

2. After School Arts and Culture Coaching Excellence

Quality after school programmes require quality staff. The Department wishes to see and recognise the humans behind the after school programmes. This category is for an excellent practitioner/coach working with learners in after school programmes at schools, centres and NGOs across the province.

Criteria

- Organisational endorsement of the nomination.
- Evidence of learner retention – maintain a cohort of learners attending regularly and consistently with records.
- Example of the daily programme.
- Building mastery such as:
 - participation in showcases and/or
 - Eisteddfods and/or
 - documented accolades
- Stakeholder support – views of principal, manager, parents, learners and any partnerships crowded in with external stakeholders/organisations.
- Personal motivation and wider goals of coach – displaying commitment to addressing poverty and the challenges facing Western Cape youth.

B. AWARD CATEGORY: ARCHIVES

1. Best Researcher Contributing to Archival Heritage

This award recognises an individual researcher or organisation that made a significant contribution to research using archival records to improve knowledge and understanding of the heritage footprint in the Western Cape.

Criteria

- Number of years involved in the use of archival heritage.
- Explanation of the contribution to archival heritage, such as research, writing/publications/masters, and doctoral outputs in using archival sources, archival material donations, workshops and/or presentations, promoting archives through archival projects or productions.
- Documentary evidence of archival contribution as supporting documents.

2. Contribution to Proper Records Management

This award recognises institutions that dedicate resources and expertise on the implementation of proper records management principles.

Criteria

- Institutional records of vital historical, fiscal and legal value are identified and preserved.
- Disposal of non-essential records is done in a systematic manner according to established guidelines and identified legislation [National Archives and Records Service of South Africa Act, 1996 (Act 43 of 1996) and/or Provincial Archives and Records Service of the Western Cape Act, 2005 (Act 3 of 2005)].
- Approved Records Management Policy and Registry Procedure Manual.
- Approved classification systems and Records Control Schedule.

3. Best Automation Tool Implemented for Streamlining Records Management Processes

The award recognises use of Artificial Intelligence or Robotic Process Automation to automate repetitive tasks, such as data entry and file organisation.

Criteria

- Apply computer technology to enable the complete management of records from creation to maintenance to disposal.
- Managing physical and electronic records from a single centralised platform.
- Automating tasks such as identification, classification, retention and disposal of records, approving policy documents/frameworks/guidelines through workflows and maintaining consistency and precision in records management functions and processes to eliminate human errors.

4. Best School/Community/Church Archives

Best collection or effort of a group of people organising to preserve and share their history, including repository for the official records and historical materials that document the heritage of the church and valuable documents relating to the history of the school.

Criteria

- Handling historical records with care and ensuring that proper archival methods are used.
- Maintaining proper control of environmental factors that can affect archival records.
- Following a digitisation project to preserve history for future generations.
- Written process, active staff and designated facility to provide access to records containing research or archival value.

5. Best Innovative Professional/Individual in Archives and Records Management Practices

The award recognises individuals whose initiatives contribute to innovation in the field of Archives and Records Management.

Criteria

- Conduct small projects to develop knowledge and innovation in Archives and Records Management Practices.
- Identify new problems in Archives and Records Management practices and provide solutions to such problems.
- Disrupt Archives and Records Management practices with products or services that perform better and transform Archives and Records Management practices.
- Conduct research and provide evidence-based recommendations for the future according to research results.

C. AWARD CATEGORY: ARTS, CULTURE AND LITERATURE

GENERAL GUIDELINES

The adjudication panel will take the following guidelines into account when considering nominations for arts and culture awards:

- Community impact – the extent to which the nominee has proven measurable, tangible results that demonstrate social inclusivity, enhanced awareness and an integration of the arts and activities.
- Innovation – the extent to which the nominee has been innovative and creative in his/her approach to the identified arts and culture discipline/practice or preservation during the COVID-19 pandemic.
- Talent identification – the extent to which the nominee identifies talent in arts and culture.
- Targeting of high priority focus areas – the extent to which the nominee addresses issues, such as:
 - job creation
 - youth at risk
 - skills transfer
 - training or
 - audience development in a discipline.
- Youth development – the extent to which the nominee works with young artists/practitioners or young audiences with an educational and developmental outcome.
- Technical and creative aspects – the extent to which the nominee addresses the technical as well as the creative aspects of a genre.
- Ability to positively respond post-COVID-19.

CATEGORIES

Nominations are invited for people or organisations in the Western Cape who are making a significant contribution in the following categories:

1. Most Innovative Contribution of an Artist/Organisation in the Literary Arts Discipline

Criteria

- The contribution can be in the areas of development and publication of individual literary works.
- The use of literary works in community development, the promotion of local literary artists and productions.
- Must be original works.
- Showed innovation/new way of working/something unique in the challenging times after the COVID-19 pandemic.
- Type of innovation attracted interest beyond the project or showcase per se.
- The focus will be on the positive impact the art form or project had on communities.
- Provided employment/learning or economic opportunities.
- Ability to show the outcome/impact of the project, showcase or event.

2. Most Innovative Contribution of an Artist/Organisation in the Dance Discipline

Criteria

- Showed innovation/new way of working/something unique in the challenging times after the COVID-19 pandemic.
- Type of innovation attracted interest beyond the project or showcase per se.
- The focus will be on the positive impact the art form or project had on communities.
- Provided employment/learning/economic opportunities.
- Ability to show the outcome/impact of the project, showcase or event.
- Ability to prove its innovation in the creative, social and economic field.

3. Most Innovative Contribution of an Artist/Organisation in the Drama Discipline

Criteria

- Showed innovation/new way of working/something unique in the challenging times after the COVID-19 pandemic.
- Type of innovation attracted interest beyond the project or showcase per se.
- The focus will be on the positive impact the art form or project had on communities.
- Provided employment/learning or economic opportunities.
- Ability to show the outcome/impact of the project, showcase or event.
- Ability to prove its innovation in the creative, social and economic field.

4. Most Innovative Contribution of an Artist/Organisation in the Music Discipline

Criteria

- Showed innovation/new way of working/something unique in the challenging times after the COVID-19 pandemic.
- Type of innovation attracted interest beyond the project or showcase per se.
- The focus will be on the positive impact the art form or project had on communities.
- Provided employment/learning or economic opportunities.
- Ability to show the outcome/impact of the project, showcase or event.
- Ability to prove its innovation in the creative, social and economic field.
- Must be original music works.

5. Most Innovative Contribution of an Artist/Organisation in the Visual Arts Discipline (including public arts, design and creative spaces, fashion, graphic and landscape design).

Criteria

- Showed innovation/new way of working/something unique in the challenging times after the COVID-19 pandemic.
- The focus will be on the positive impact the art form or project had on communities.
- The extent of the national/international recognition and promotion of the visual art or visual arts projects.
- The capacity of the visual arts or visual arts project to contribute to local content development and cultural narratives.

- Whether there has been an element of skills transfer.
- Exemplifies the power of public art to enhance connections between people, places and culture.
- Includes a public engagement component and the artwork – whether permanent or temporary – is accessible to the public.
- Facilitates community-building and cultural development.

6. Most Innovative Contribution of an Artist/Organisation in Film, Audio-Visual, Interactive Media, and Photography

Criteria

- Showed innovation/new way of working/something unique in the challenging times after the COVID-19 pandemic.
- The focus will be on the positive impact the art form or project had on the discipline and communities.
- The extent of the national/international recognition and promotion of the film or photography projects.
- Added to the capacity of this discipline while contributing to local content development and cultural or indigenous narratives.
- Whether there has been an element of skills transfer.
- Exemplifies the power of film and video to enhance connections between people, places and culture.
- Includes a public engagement component – how the public got involved in the project.

7. Most Innovative Contribution of an Artist/Organisation in the Crafts Discipline

Criteria

- Showed innovation/new way of working/something unique in the challenging times after the COVID-19 pandemic.
- Type of innovation attracted interest beyond the project or showcase per se.
- The focus will be on the positive impact the art form or project had on communities.
- Provided employment/learning or economic opportunities.
- Ability to show the outcome/impact of the project, showcase or event.
- Ability to prove its innovation in the creative, social and economic field.
- Must be original craft works.

8. An Innovative Initiative to Support People Living with Disability

Criteria

- Showed innovation/new way of working/something unique in the challenging times after the COVID-19 pandemic.
- Resources developed that assisted people living with disability to partake in the arts.
- Innovative activities which afford disabled persons the opportunity to produce products/showcases/events/projects in the arts.
- Programmes which gave disabled persons an opportunity to express themselves through the arts.

9. Most Innovative Contribution of Persons Living with Disabilities in Arts, Culture, Language, Library, Museum, Archive or Heritage fields

Criteria

- Showed innovation/new way of working/something unique in the challenging times after the COVID-19 pandemic.
- Type of innovation attracted interest beyond the project or showcase per se.
- Added to the capacity of artists in this discipline while contributing to local content development and cultural or indigenous narratives.
- The focus will be on the positive impact the artist had on art forms or projects in the communities they performed in.
- Contributed to providing employment/learning or economic opportunities for other artists living with disabilities.
- Created original works.

10. Most Innovative Young Artist Award

Criteria

- Nominations are invited for young artist of the year in the age category 35 and younger.
- The nominees will be young artists who have excelled in any discipline.
- Showed innovation/new way of working/something unique in the challenging times after the COVID-19 pandemic.
- Received some level of provincial, national or international recognition.
- Role models to other young artists in the arts field and someone whose work has made an impact in communities.

11. Most Innovative Contribution of a Legend to the Arts Community

Criteria

- Nominations are invited for arts legends in the age category 60 years and older.

- The nominees will be legendary artists who have presented projects, programmes, showcases, events and published works in any discipline.
- Added to the capacity of artists in a discipline while contributing to local content development and cultural or indigenous narratives.
- Showed an innovative/new way of working/something unique in the line of projects, events, publishing or showcases in the challenging times after the COVID-19 pandemic.
- Received some level of provincial, national or international recognition.
- Role models to other young artists in any field and whose work has made an impact in communities.

12. Most Innovative Community Arts Festival

Criteria

- Nominations are invited from arts festival organisers who have organised arts festivals that have promoted and contracted local artists after the COVID-19 pandemic.
- Developed new audiences and have broad community involvement.
- Fostered social inclusivity across various sectors of communities.
- Promoted and preserved various art forms.
- Stimulated economic opportunities.
- Have resulted in producing products for the arts market.
- Created economic opportunities for artists and service providers in the creative industries value chain.

D. AWARD CATEGORY: LANGUAGE

1. Neville Alexander Award for Outstanding Contribution towards the Promotion of Multilingualism

Nominations are invited for people or organisations making a significant contribution to improving communication between the different official language communities in the Western Cape, i.e. Afrikaans, English and isiXhosa.

2. A Project that Promotes South African Sign Language or the Marginalised Indigenous Languages of the Western Cape

Nominations are invited for people or organisations who made a significant contribution to developing or increasing awareness of marginalised indigenous languages (other than the official languages), including South African Sign Language.

3. Significant Contribution to Language Development

Nominations are invited for people or organisations who made a significant contribution to developing one of the official languages of the Western Cape. Possible examples of projects and activities include terminology development, dictionary development, language standardisation and research.

E. AWARD CATEGORY: LIBRARIES

Nominations are invited for people or organisations who made a significant contribution to the culture of information access, reading and life-long learning:

1. Library Volunteer of the Year

Nominations are invited for people in the Public Library sector who have selflessly contributed their personal time, expertise and assistance resulting in improved library service delivery in the Western Cape.

Criteria

- Range of tasks performed (mending, shelving, programmatic support etc.).
- Number of hours volunteered per month.
- Number of years serving as a volunteer.
- Description of the impact of volunteer's contribution (e.g. longer library opening hours, increased access, and usage).
- Supporting documentation such as photographs, statements/testimonials by librarian in charge, co-workers or library users.

2. Friends of the Public Library

Nominations are invited for organisations operating in the public library service sector who have selflessly contributed their time, expertise, available resources and professional assistance resulting in improved public library service delivery.

Criteria

- Range and number of programmes and projects facilitated/supported by the Friends (Outreach, Funding, IT, Reading, Information Access, Spelling Bee).
- Description of the impact of contribution (e.g. longer library hours, increased usage, innovative solutions provided etc.).
- Description of the social impact and outcomes of the contribution (e.g., longer library hours, increased library usage, broader range of information access, improved aesthetics etc.)
- Supporting documentation indicating impact and activities.

3. Substantial Contribution towards the Development and Advancement of Reading and Literacy

Nominations are invited for people or organisations that made a substantial contribution in the fields of reading and literacy empowerment.

Criteria

- Range and number of programmes and projects facilitated/supported.
- Description of the impact and outcomes of your contribution.
- Supporting documentation indicating impact and activities.

4. Substantial Contribution Towards the Development and Advancement of Digital Literacy

Nominations are invited for people or organisations that made a substantial contribution in the fields of digital literacy. Digital literacy is the ability to navigate the digital world using technology like a smart phone, PC, e-reader and more, to find, evaluate and communicate information.

Criteria

- Range and number of programmes and projects facilitated/supported.
- Description of the impact and outcomes of your contribution.
- Supporting documentation indicating impact and activities.

5. Contribution Towards the Advancement of Books in Indigenous Languages

Nominations are invited for authors or organisations that made a substantial contribution towards the development of books in any indigenous language, as well as the advancement of its continued usage.

Criteria

- Publishing indigenous languages (e.g. number of titles, first titles published)
- Empowering local talent (e.g. literary creative writing workshops)
- Target area of material published (preschool, primary, study etc.)
- Type of material produced (study guides, translations, original works etc.)
- Supporting documentation such as brochures, testimonials, press clippings, flyers and photographs.

6. Young Writer of the Year award

Nominations are invited for outstanding work of fiction, non-fiction or poetry published by young authors. Assessment will consider style and language, creativity, originality and impact of the work.

Criteria

- A published author under the age of 25.
- Both published and self-published works may be entered.

F. AWARD CATEGORY: MUSEUMS, HERITAGE AND GEOGRAPHICAL NAMES

1. Contribution to Research, Awareness and Public Advocacy about the Standardisation and Name Changes of Geographical Features

Criteria

- Contribution to research on geographical names.
- Evidence of comprehensive research as part of the geographical names change process.
- Short description of the positive contribution and social impact must be provided.
- Supporting documentation such as reports, testimonials, brochures, press clippings, flyers, photographs etc. should be included.
- Creating awareness about neglected history or languages through the advocacy of geographical names.
- Evidence of inclusive public consultation as part of the geographical names change process.

2. Contribution to the Promotion of Social Inclusion in the Field of Museums, Heritage and Geographical Names

Criteria

- Demonstrates the involvement and interaction of historically excluded communities in museum, heritage and geographical names activities.
- Exhibitions, collections or public programmes reflect the diversity of local communities.
- Allow different generations and cultures to meet and share experiences.
- Models best practice to other museums, heritage sites and geographical names features in terms of sustainable community participation.
- Short description of the positive contribution and social impact must be provided.
- Supporting documentation such as reports, testimonials, brochures, press clippings, flyers, photographs etc. should be included.

3. Best Innovative Project in the Field of Museums, Heritage and Geographical Names

Criteria

- Promoting access and integration of museums, heritage sites and geographical names into the community, particularly people living with disabilities, or those previously excluded from such activities.
- Engages in substantial community participation or partnerships and promotes diversity in audiences.
- Models best practice to other museum and heritage institutions in terms of educational or public programmes.
- Short description of the positive contribution and social impact must be provided.
- Supporting documentation such as reports, testimonials, brochures, press clippings, flyers, photographs etc. should be included.

4. Active Volunteer of the Year in the Museums, Heritage and Geographical Names Sector

Criteria

- Outstanding contribution to a museum project, heritage resources management or geographical names process.
- Demonstrates sacrificial commitment of time and energy to museums, heritage and geographical names projects or programmes.
- Short description of the positive contribution and social impact must be provided.
- Supporting documentation such as reports, testimonials, brochures, press clippings, flyers, photographs etc. should be included.

5. Contribution by a Conservation Body, Heritage Organisation or Museum towards the Promotion of Local History, Heritage or Renaming of Geographical Features

Criteria

- Range and number of programmes or projects developed or supported within the last twelve months that promote heritage conservation in the Western Cape.
- Short description of the positive conservation and social outcomes of the conservation body or organisation's contribution that promotes heritage protection and conservation in the Western Cape.
- Supporting documentation such as reports, testimonials, brochures, press clippings, flyers, photographs etc. should be included.

6. Best Contribution to the Protection and Conservation of a National, Provincial or Locally Protected Heritage Site

Criteria

- The identified activity or project must have taken place within the last twelve months.
- The activity or project must clearly demonstrate the positive impact of the work on the protection and conservation of the heritage resource.

- Details must be provided in respect of site, i.e. site name, coordinates, location photographs, site status (i.e. national heritage site, provincial heritage site or site of local significance).
- Details must be provided outlining the nature of the contribution and how such work has made an impact to the protection and conservation of the heritage site.
- Short description of the positive conservation outcomes, particularly where it relays to the broader benefit of heritage conservation in the Western Cape.
- Supporting documentation such as reports, testimonials, brochures, press clippings, flyers, photographs etc. should be included.